

<h1 style="text-align: center;">基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2> <h3 style="text-align: center;"><u>~ Okinawa Wide ~</u></h3>		<b>広報番号 :</b> Announcement No.	OKI-CFAO-008-09
		<b>募集締切日:</b> Closing Date	<b>27 Mar 09</b>
		<b>発行日:</b> Date of Issue	<b>18 Mar 09</b>
<b>1.職種名 Job title ( 等級 Grade <u>3</u> / 語学等級 LAD <u>2</u> )</b>  <h3 style="text-align: center;">Recreation Assistant, #0343</h3> <p style="text-align: center;">(レクリエーション アシスタント)</p> <div style="display: flex; justify-content: space-around;"> <input checked="" type="checkbox"/> 事務系 Administrative <input type="checkbox"/> 技能系 Blue Collar Trade <input type="checkbox"/> 保安系 Security <input type="checkbox"/> 医療系 Medical </div>		<b>募集人数</b> No. of Recruitment  <h2 style="text-align: center;">1 名</h2>	<b>4.募集範囲 Area of Consideration</b>  <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance  <h3 style="color: blue;">Current USFJ Employees in Okinawa ONLY</h3>
<b>2.部隊 Activity:</b> CFAO/NAFK, MWR Department Recreational Programs Branch Outdoor Recreation  <b>勤務場所 Working Place: White Beach</b>		<b>5.雇用の種類 Type of Employment</b>  <input checked="" type="checkbox"/> IHA <input checked="" type="checkbox"/> 常用 Permanent ***** <div style="color: red;">       応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be processed.        提出された応募書類はお返ししません        Submitted applications will not be returned.        ***** </div>	
<b>3.勤務時間 Work Schedule ( 週 <u>40</u> 時間制hrww )</b> <b>勤務日 Work Days: Shift Work</b> <b>勤務時間・休憩 Work Hours/Recess Period:</b> <ol style="list-style-type: none"> <li>1) 0700-1600 Recess: 1100-1200</li> <li>2) 0800-1700 Recess: 1200-1300</li> <li>3) 0900-1800 Recess: 1300-1400</li> <li>4) 1000-1900 Recess: 1400-1500</li> <li>5) 1100-2000 Recess: 1500-1600</li> <li>6) 1200-2100 Recess: 1600-1700</li> <li>7) 1300-2200 Recess: 1700-1800</li> <li>8) 1400-2300 Recess: 1800-1900</li> <li>9) 1500-2400 Recess: 1900-2000</li> <li>10) 1600-0100 Recess: 2100-2200</li> <li>11) 1700-0200 Recess: 2200-2300</li> </ol> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <input checked="" type="checkbox"/> 夜勤 Night Shift <input type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel </div>			
<b>6.職務内容 Duties</b> See attached.			
<b>7.資格要件/身体条件 Qualification/Physical Requirements</b> Basic Requirement: <ol style="list-style-type: none"> <li>a. Must have at least one year of general work experience OR completion of 2-years Junior College/2-years of Technical School or 4-year degree in any field.</li> </ol> In addition to the Basic Requirement : <ol style="list-style-type: none"> <li>b. Must have at least 1 year experience.</li> <li>c. Must be in good health.</li> <li>d. Must be able to communicate in English at the intermediate level. (LAD 2 or equivalent)</li> <li>e. Must be able to pass lifeguard training.</li> <li>f. Must have CPR License.</li> </ol> <p>Handicapped applicants may be accepted, depending on the degree and kind of disability.</p>			
<b>英語力 English Language Proficiency :</b> <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input checked="" type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
<b>学歴 Educational Background :</b> N/A		<b>免許証/修了証 License/Certificate Required :</b> Yes	

<b>8.提出するもの Application and Associated Documents</b>	<b>職務状況 Working Condition</b>
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## TASK LIST

1. Observes the activity of swimmers and others in the beach and pool areas to ensure that safety rules are followed. 10%
2. Rescues swimmers in dangerous situations in the swimming pool or beach and administers proper first aid as required, calls for medical assistance when needed. 5%
3. Maintains the pool and beach areas in a clean, hazard free condition, collects debris from pool and beach areas. 5%
4. Be aware of posted sea conditions and alert swimmers to possible rough waters or other related hazardous sea conditions. 5%
5. When unsafe environmental or other health conditions exist, informs supervisor and recommends closing of swimming areas until safe conditions prevail. 5%
6. Checks for chlorine and alkaline content of swimming pool as required by current regulations. 5%
7. Performs clean-up of Beach area, Campground area, Softball Field, Picnic area, Soccer Field, Cabin area, Basketball Court; Tennis Courts, and Handball Courts. Duties include: Sweeping and picking up trash, cleaning of all portable BBQ grills and pits, cleaning of all bathrooms, replacing paper towels, toilet paper, and emptying trash cans, checking all swings, slides, monkey bars for safety hazards, cut grass, trims trees as required, paints tables and fences in all areas as required, lines and fills in low spots on Softball Field as required, sweeps and mops all Courts and adjusts nets as required. 40%
8. Assists in the launching and recovery of all watercrafts as required. 5%
9. Performs minor repairs on boats as required, includes removal of damaged parts and installation of new parts, prepares surfaces and applies rough and finish painting as required to wood, metal, fiberglass, plastic, or canvas parts of vessels refinishes as required. 15%
10. Performs other Marina related duties as required under supervision. 5%
11. Performs other related duties as required.